

For Office Use

Date Received _____

Date Sent to C.O. _____

SO Number _____



KENTUCKY CORRECTIONAL INDUSTRIES MOVE QUESTIONNAIRE

** To confirm your move please complete this form and return via e-mail or fax (502)573-1060. Dates will not be reserved without this completed form. We suggest you call first (502) 573-1040 ext. 261 or 266 to check the availability of dates.

daniel.terry@ky.gov Jessica.hall@ky.gov keith.hunter@ky.gov

Today's Date:

Agency Name:

Agency Address:

Account Number To Be Charged:

Name of Move Coordinator:

Coordinator Phone Number:

Moving Date(s):

Move From:

Move To:

Relocation (Place “x” to the right by all that apply.)

- Moving within the building
- Moving outside the building

Number of People to Move :

Type of Moving (Place “x” to the right by all that apply. Please include number.)

- Office(s)
- Cubicle (s)
- Floor(s)

Items to be Moved (Place “x” to the right by all that apply.)

- Office Furniture (desks, chairs, credenza etc)
- *File Cabinets
- Boxes
- **Electronic Equipment (computers, copy machines etc....)
- Other

* Vertical file cabinets w / 4 drawers or more and all lateral file cabinets must be emptied

**We recommend Technology Staff disconnect and move computer equipment, including networked copy machines. We will move if requested by agency provided the equip. has been disconnected, packed & secured. We are not responsible for damages

Logistics (Place “x” to the right of the correct answers.)

Are there steps? Yes No

Are there elevators available? Yes No

If yes, are they (Place “x” to the right of all that apply)

- Standard Elevator
- Freight Elevator
- We have both type elevators

Loading Dock Yes No

Will parking be reserved for the moving vehicle(s)? Yes No

Client must contact surplus properties to book a date for all items we transport to surplus

MOVING RATES

Standard Rates

\$100.00 per hour, M-F, 7:30am – 3:00pm

Overtime Rates

\$150.00 Per Hour, M-F, before 7:30am and after 3:00pm

WEEKEND and HOLIDAY RATES

\$150.00 per hour all day Saturdays

_____ Please put an “X” to the left to acknowledge that you have read the rates section

****All rates include travel time**

DETAILS

Please provide additional information or details about your move that might be helpful for our crew